

View My Final Pay Beneficiary

Introduction

This guide provides the procedure for viewing your final pay beneficiary using Retired Global Pay Self-Service.

About Final Pay Beneficiary Designations

Under 10 USC 2771, you have the right to designate whomever you wish to receive unpaid retired pay due at the time of your death. Unpaid retired pay normally consists of your final pro-rated pay check, e.g., if you die on June 16, your final retired pay will consist of the 16 days of pay you are due for June. The beneficiaries you currently have designated are shown on this page. If no beneficiaries are shown, PPC has no current designation form on file. If the beneficiaries shown are not correct, please complete a new Form CG-3600 (Designation of Beneficiary for Payment of Unpaid Retired Pay). If you do not name a beneficiary, or if none of the beneficiaries you have named survive you, under law, your unpaid retired pay will be paid in the following order of precedence:

- (1) Surviving spouse.
- (2) Children and their descendants, by representation.
- (3) Father and mother in equal parts or, if either is dead, the survivor.
- (4) Legal representative.
- (5) Person entitled under the law of the domicile of the deceased member.

Please note that Form CG-3600 is only used for final pay beneficiaries. It is NOT used for designating beneficiaries under the Survivor Benefit Plan (SBP).

If you need to make changes to the information displayed in Global Pay, complete form CG-3600 (at the end of this guide) and mail/fax it to PPC (RAS). You may Fax your request to 785-339-3770 or mail to:
Commanding Officer (RAS)
U. S. Coast Guard
Pay & Personnel Center
444 SE Quincy St
Topeka KS 66683-3591

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View My Final Pay Beneficiary, Continued

Procedure

Follow these steps to view your final pay beneficiary(ies) in Global Pay Self-Service.

Step	Action														
1	Logon to Direct Access at: https://portal.direct-access.us/														
2	<p>Select the View My Final Pay Beneficiary link.</p> <table border="1"> <tbody> <tr> <td> View My Payslip This link will take you to a list of all available payslips to view and/or download. </td><td> View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail. </td></tr> <tr> <td> View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download. </td><td> View/Change My Mailing Address This link will allow you to view and make changes to your mailing address. </td></tr> <tr> <td> View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s). </td><td> Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit. </td></tr> <tr> <td> Change My Delivery Options This link will allow you to change delivery options for communications. </td><td> Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions. </td></tr> <tr> <td> View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system. </td><td> Change My Password This link will allow you to change your password and set your Forgot Password security question/answer. </td></tr> <tr> <td> View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries </td><td> Change My Federal & State Tax Review or change your W-4 information. </td></tr> <tr> <td> View/Print ACA Forms View/Print ACA Forms </td><td></td></tr> </tbody> </table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.	View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms	
View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Access year-end ACA, W2, and 1099R forms and choose to forego receiving a paper copy of your tax forms in the mail.														
View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.														
View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.														
Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.														
View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.														
View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.														
View/Print ACA Forms View/Print ACA Forms															
3	Review the beneficiary(ies) and beneficiary information.														

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View My Final Pay Beneficiary, Continued

Procedure (continued)

Step	Action															
3	<p>Click on the tab titles to navigate.</p> <p>Designation of Beneficiary for Payment of Unpaid Retired Pay</p> <p>Under 10 USC 2771, you have the right to designate whomever you wish to receive unpaid retired pay due at the time of your death. Unpaid retired pay normally consists of your final pro-rated pay check, e.g., if you die on June 16, your final retired pay will consist of the 16 days of pay you are due for June. The beneficiaries you currently have designated are shown on this page. If no beneficiaries are shown, PPC has no current designation form on file. If the beneficiaries shown are not correct, please complete a new Form CG-3600 (Designation of Beneficiary for Payment of Unpaid Retired Pay). If you do not name a beneficiary, or if none of the beneficiaries you have named survive you, under law, your unpaid retired pay will be paid in the following order of precedence:</p> <ul style="list-style-type: none">(1) Surviving spouse.(2) Children and their descendants, by representation.(3) Father and mother in equal parts or, if either is dead, the survivor.(4) Legal representative.(5) Person entitled under the law of the domicile of the deceased member. <p>Please note that Form CG-3600 is only used for final pay beneficiaries. It is NOT used for designating beneficiaries under the Survivor Benefit Plan (SBP).</p> <p>If you need to make changes to the information displayed on this page, click the following link, complete the form and mail/fax it to PPC: http://www.uscg.mil/forms/cg/CG_3600.pdf</p> <table><tr><td>Final Beneficiary</td><td>Beneficiary Information</td><td>...</td></tr><tr><th>Name</th><th>Relationship</th><th>Percent of Benefit</th><th>Contingent</th></tr><tr><td></td><td>Spouse</td><td>100</td><td><input type="checkbox"/></td></tr><tr><td></td><td>Child</td><td>100</td><td><input checked="" type="checkbox"/></td></tr></table>	Final Beneficiary	Beneficiary Information	...	Name	Relationship	Percent of Benefit	Contingent		Spouse	100	<input type="checkbox"/>		Child	100	<input checked="" type="checkbox"/>
Final Beneficiary	Beneficiary Information	...														
Name	Relationship	Percent of Benefit	Contingent													
	Spouse	100	<input type="checkbox"/>													
	Child	100	<input checked="" type="checkbox"/>													
4	Use the Home link to return to the Self Service menu.															
5	The Self Service content page appears. Click a link for another activity or Sign Out of the system.															

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
DESIGNATION OF BENEFICIARY FOR PAYMENT OF UNPAID RETIRED PAY

1. Name <i>(First, Middle, Last)</i>	2. Grade/Rate	3. Employee ID
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Under the provisions of Section 2771, Title 10, U.S. Code, and 4 CFR Part 34, you may designate whomever you wish to receive unpaid retired pay due at the time of your death.

I HEREBY designate the following beneficiary(ies) to receive retired pay due and payable at my death.
I am aware that under the provisions of Section 2771, Title 10, U.S. Code, and 4 CFR Part 34, this designation will remain in effect unless canceled or changed by me.

4. Designated Beneficiary/Beneficiaries (See examples on reverse)

NAME <i>(First, Middle Initial, Last)/SSN</i>	RELATIONSHIP	ADDRESS <i>(Including Zip Code)</i> and Phone Number <i>(Including Area Code)</i>	DATE of BIRTH <i>(DDMMYYYY)</i>	SHARE <i>(Total must equal 100%)</i>
a.				
Social Security Number:				
b.				
Social Security Number:				
c.				
Social Security Number:				
d.				
Social Security Number:				

5. Date	6. Signature of Retired Member	7. Signature of Witness <i>(over 18 years old and not a member of your family)</i>
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8. Current Address <i>(Including Zip Code)</i> and Phone Number <i>(Including Area Code)</i> of Retired Member	9. Address of Witness <i>(Including Zip Code)</i> and Phone Number <i>(Including Area Code)</i>
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If none of the above beneficiaries survive you, or if you have not designated a beneficiary at the time of your death, pay that is due and payable will be paid in the following order of precedence:

- (1) Surviving spouse.
- (2) Children and their descendants, by representation.
- (3) Father and mother in equal parts or, if either is dead, the survivor.
- (4) Legal representative.
- (5) Person entitled under the law of the domicile of the deceased member.

When doubt exists as to the person(s) properly entitled to payment, settlement will be made by the Defense Office of Hearings and Appeals (DOHA).

MAIL TO: COMMANDING OFFICER (RAS) USCG PAY & PERSONNEL CENTER 444 SE QUINCY ST TOPEKA, KS 66683-3591	If any of your designated beneficiaries dies, or if you divorce, you must submit a new CGPPC-3600 form immediately.
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SEE PRIVACY ACT STATEMENT ON REVERSE

EXAMPLES OF DESIGNATIONS

How to designate one beneficiary:

NAME (First, Middle Initial, Last)	RELATIONSHIP	ADDRESS (Including ZIP Code) AND PHONE NUMBER (Including Area Code)	DATE of BIRTH (DDMMYYYY)	SHARE (Total must equal 100%)
Jane L. Doe*	Sister	2808 Southern Ave. Williams IN 46728 785-339-3415	07JUL1965	100%
Social Security Number: 123-45-6789				

How to designate MORE than one beneficiary:

NAME (First, Middle Initial, Last)	RELATIONSHIP	ADDRESS (Including ZIP Code) AND PHONE NUMBER (Including Area Code)	DATE of BIRTH (DDMMYYYY)	SHARE (Total must equal 100%)
Jane L. Doe**	Aunt	110 Prince St. Anniston NY 14607 785-339-3415	13JUL1950	25%
Social Security Number: 123-45-6789				
Jenny P. Doe	Niece	230 Duke St. Anniston NY 14607 785-339-3415	20JUL1992	25%
Social Security Number: 123-45-6789				
Janet F. Doe	Mother	2301 State St. Weaver OH 44405 785-339-3415	26JUL1949	50%
Social Security Number: 123-45-6789				

How to designate a contingent beneficiary:

NAME (First, Middle Initial, Last)	RELATIONSHIP	ADDRESS (Including ZIP Code) AND PHONE NUMBER (Including Area Code)	DATE of BIRTH (DDMMYYYY)	SHARE (Total must equal 100%)
John R. Doe, if living	Father	244 S. Ann St. Olney, GA 31204 785-339-3415	07JUL1949	100%
Social Security Number: 123-45-6789				
Otherwise to: Jane L. Doe	Sister	2808 Southern Ave. Williams IN 46728 785-339-3415	07JUL1965	100%
Social Security Number: 123-45-6789				

- * Do not write name as J. L. Doe or as Mrs. John H. Doe.
- ** Be sure that the shares to be paid to the several beneficiaries add up to 100%.

Any "collection of information" as defined in the Paperwork Reduction Act of 1995 (codified at 44 U.S.C. 3501 et seq) on this form has not been approved by the Director of the Office of Management and Budget (OMB) and does not display a valid control number assigned by the Director. Therefore, no person shall be subject to any penalty for failing to comply with any such collection of information."

PRIVACY ACT STATEMENT

Authority: Collection of this information is authorized by: 10 U.S.C. 2771; DOD Financial Management Regulation, Volume 7B, Chapter 30, and E.O. 9397.

Purpose: The purpose in collecting this information is so that a military retiree can designate a beneficiary to receive any retired pay owed upon his or her death.

Routine Uses: The information will be used by the Coast Guard to determine distribution of final pay arrears upon your death.

Disclosure: Disclosure of this information (including your beneficiary's SSN) is voluntary; however, failure to furnish the requested information may delay payment of retired pay arrearages.